

# SUMMARY MINUTES

ABAG Finance and Personnel Committee Meeting  
Thursday, July 20, 2017  
Bay Area Metro Center  
375 Beale Street, Board Room  
San Francisco, California

## 1. CALL TO ORDER / ROLL CALL / CONFIRM QUORUM

ABAG Finance and Personnel Committee Chair Karen Mitchoff, Supervisor, County of Contra Costa, called the meeting to order at about 5:00 p.m.

A quorum of the Committee was present at about 5:00 p.m.

### Members Present

Karen Mitchoff, Supervisor, County of Contra Costa—*Chair*  
Annie Campbell Washington, Councilmember, City of Oakland  
Pradeep Gupta, Mayor, City of South San Francisco  
Scott Haggerty, Supervisor, County of Alameda  
Julie Pierce, Councilmember, City of Clayton—*Ex officio*  
Greg Scharff, Mayor, City of Palo Alto

### Members Absent

David Cortese, Supervisor, County of Santa Clara—*Ex officio*  
Erin Hannigan, Supervisor, County of Solano  
David Rabbitt, Supervisor, County of Sonoma—*Ex officio*

### Staff Present

Steve Heminger, MTC Executive Director  
Adrienne Weil, MTC General Counsel  
Alix Bockelman, MTC Deputy Executive Director, Policy  
Brian Mayhew, MTC Chief Financial Officer  
Brad Paul, MTC Deputy Executive Director, Local Government Services  
Courtney Ruby, MTC Finance and Administrative Services Director

## 2. PUBLIC COMMENT

There was no public comment.

## 3. COMMITTEE ANNOUNCEMENTS

There were no committee announcements.

Julie Pierce, ABAG President and Councilmember, City of Clayton, announced that she will appoint Cindy Chavez, Supervisor, County of Santa Clara to the ABAG Finance and Personnel Committee.

## 4. APPROVAL OF ABAG FINANCE AND PERSONNEL COMMITTEE SUMMARY MINUTES OF MEETING ON MAY 18, 2017

Chair Mitchoff recognized a motion by Julie Pierce, Councilmember, City of Clayton, which was seconded by Annie Campbell Washington, Councilmember, City of Oakland, to approve ABAG Finance and Personnel Committee summary minutes of meeting on May 18, 2017.

There was no discussion.

There was no public comment.

The aye votes were: Campbell Washington, Gupta, Mitchoff, Pierce, Scharff (5).

The nay votes were: None.

Abstentions were: None.

Absent were: Cortese, Haggerty, Hannigan, Rabbitt (4).

The motion passed unanimously.

**5. REPORT ON FINANCIAL REPORTS FOR MAY 2017**

Courtney Ruby, Finance and Administrative Services Director, presented the Financial Reports for May 2017.

Members discussed the approved and budgeted overhead cost rate.

Chair Mitchoff recognized a motion by Pradeep Gupta, Mayor, City of South San Francisco, which was seconded by Pierce to accept the staff report on Financial Reports for May 2017.

There was no public comment.

The aye votes were: Campbell Washington, Gupta, Mitchoff, Pierce, Scharff (5).

The nay votes were: None.

Abstentions were: None.

Absent were: Cortese, Haggerty, Hannigan, Rabbitt (4).

The motion passed unanimously.

**6. REPORT ON CONTRACTS BETWEEN \$20,000 AND \$50,000**

Courtney Ruby, Finance and Administrative Services Director, presented the report on contracts between \$20,000 and \$50,000 from May 2017 to June 2017, including contract or contract amendments, as follows: a contract amendment #1 with City and County of San Francisco to perform services for the BayRen PACE Program, adds \$40,000 to the contract amount, and the total contract amount is now \$513,017; and, a contract amendment #4 with CleaResult Consulting, Inc. to perform services for the BayRen Single Family Marketing Program, adds \$40,500 to the contract amount, and the total contract amount is now \$6,062,000.

Chair Mitchoff recognized a motion by Pierce, which was seconded by Annie Campbell Washington, Councilmember, City of Oakland, to accept the staff report on contracts between \$20,000 and \$50,000.

There was no public comment.

The aye votes were: Campbell Washington, Gupta, Mitchoff, Pierce, Scharff (5).

The nay votes were: None.

Abstentions were: None.

Absent were: Cortese, Haggerty, Hannigan, Rabbitt (4).

The motion passed unanimously.

**7. REQUEST ABAG EXECUTIVE BOARD APPROVE IN CONCEPT FORMATION OF A NEW CONDUIT ISSUER: ADVANCING CALIFORNIA FINANCE AUTHORITY (ACFA) AND DELEGATE TO THE ADMINISTRATIVE COMMITTEE EXECUTION OF A JOINT POWERS AGREEMENT FOR ACFA**

Brad Paul, Deputy Executive Director, Local Government Services, reported on the formation of a new conduit issuer, Advancing California Finance Authority (ACFA), and requested delegation to the Administrative Committee the execution of Joint Powers Agreement for ACFA.

Brian Mayhew, Chief Financial Officer, reported on activities related to the formation of a new conduit issuer.

Members discussed setting up the new conduit issuer by October; marketing opportunities in September; structure of executive committee and governing board; scheduling regular meetings; rating agency reports; the relation between ABAG FAN and ACFA.

Chair Mitchoff recognized a motion by Greg Scharff, Mayor, City of Palo Alto, which was seconded by Scott Haggerty, Supervisor, County of Alameda, to recommend to the Executive Board approval in concept of a new conduit issuer, Advancing California Finance Authority (ACFA), and to delegate to the Administrative Committee execution of a Joint Powers Agreement for ACFA.

There was no public comment.

The aye votes were: Campbell Washington, Gupta, Haggerty, Mitchoff, Pierce, Scharff (6).

The nay votes were: None.

Abstentions were: None.

Absent were: Cortese, Hannigan, Rabbitt (3).

The motion passed unanimously.

**8. ADJOURNMENT**

Chair Mitchoff adjourned the meeting of the Finance and Personnel Committee at about 5:34 p.m.

The next meeting of the Finance and Personnel Committee will be on September 21, 2017.

Submitted:

/s/ Fred Castro, Clerk of the Board

Date Submitted: August 23, 2017

Date Approved: September 21, 2017

**Summary Minutes**

ABAG Finance and Personnel Committee Meeting

Thursday, July 20, 2017

Page 4

*For information, contact Fred Castro, Clerk of the Board, at (415) 820 7913 or  
FredC@abag.ca.gov.*